



**Neighborhood  
Resources  
Department**

# Application Orientation

Oct. 22, 2020

# Introductions

- Name
- Agency



## General Fund

- Populations in Need
  - People experiencing homelessness and/or housing crisis
  - Households with low and moderate income
  - Seniors who are isolated or have low household incomes
  - Youth who are isolated or have low household incomes
  - People living with mental health and/or substance use disorders
  - People living with physical and/or intellectual disabilities





## General Fund

- Areas of Need
  - Housing for All Incomes
  - Behavioral Health
  - Homelessness
  - Better Communication of Available Resources
  - Transportation
  - Social Isolation
  - Food Insecurity



## CDBG

- National Objective Overview
- Consolidated Plan Goals
  - Creating and Preserving Housing for All Incomes
  - Maintain Owner-Occupied Housing
  - Provide Public Services and Promote Fair Housing
  - Improve Public Facilities and Infrastructure
  - Revitalize Neighborhoods





# Priorities

## CDBG-CV

- prepare, prevent or respond to COVID-19



## HOME

- HOME Housing Priorities
  - Tenant Based Rental Assistance (TBRA)
  - Acquisition, Rehabilitation, and Resale of Housing
  - Rental Housing



# Funding Criteria

## General Fund

- 501(c)(3) Human Service Organization
- Admin Costs less than 20%
- Chandler Residents = 100%
- Audit Requirements
- Physical Location preference
- \$10,000 minimum
- Funding Limitations
- Insurance Requirements





# Funding Criteria

## CDBG & HOME

- SAMs Registration
- 501(c)(3) or government entity
- Chandler Residents = 100%
- Audit Requirements
- Conflict of Interest
- Monthly Reporting
- Monthly Invoice & Documentation
- of Fund Expenditures
- Recordkeeping & Records Retention
- Insurance Requirements

# ZoomGrants

- Online Registration
- Generic Email
- Resource Links

### New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type

☒ Organization

New Account

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

## Organizational Information

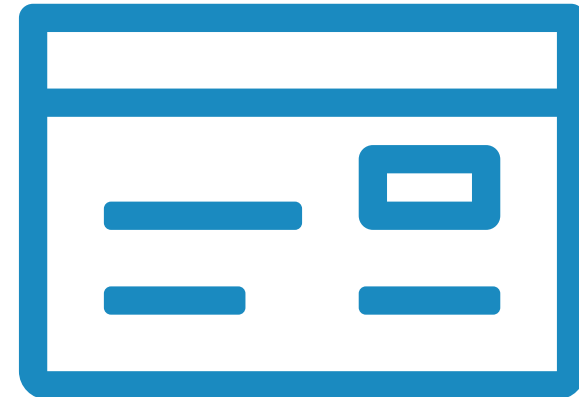
- Application Contact Information
- CEO or ED Contact Information
- Organization Contact Information & Address
- Organization Federal Tax ID & DUNS Number
- Amount Requested





## Pre-Application

- General Fund
  - Population in Need
  - Top Area of Need
  - Collaborative Partner
  - City of Chandler Program Involvement
  - Certification
- CDBG & HOME
  - National Objective
  - Certification



## Program & Project

1. Program Summary
2. Experience
3. Service Delivery
4. Leveraging Resources
5. Additional CDBG & HOME Questions



## Service Delivery

19. Describe how services are delivered. How has service delivery changed as a result of COVID-19 (if applicable)?



## Leveraging Resources

23. Describe how volunteers are used in your program. If this has been significantly impacted by COVID-19, please describe.



## CDBG-CV

38. Describe how the project specifically prepares, prevents or responds to COVID-19. What policies or procedures are in place to ensure that recipients are / were impacted by COVID-19?

39. Briefly describe your policies and procedures to ensure there is not a Duplication of Benefits.

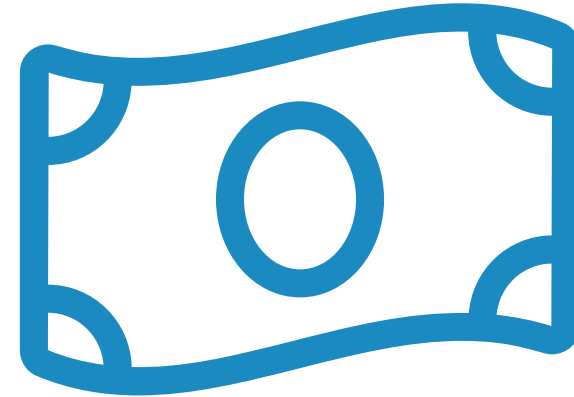


## Budget Tab

- Program Budget
- Program Narrative

## Document Tab

- Agency Budget
- Agency Narrative (if needed)
- Audit Documents



## Document Tab (Cont)

- 501(c)(3) Letter
- Organization Chart
- Board Roster
- Signed Certification

## Additional CDBG & HOME Documents

- Fiscal Management Assessment
- Articles of Incorporation

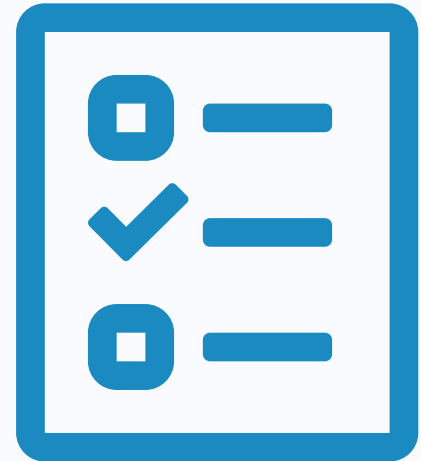




# Evaluation

## 1. Technical Review

- Complete Applications
- Fiscal Stability
- Eligibility Determination
- Addresses Need & Priorities
- Past Performance
- General Fund: Collaborative Partner and City Involvement



## 2. Subcommittee Panel

<b>October 22, 2020</b>	<b>Agency Orientation and Applications Available</b>
<b>November 23, 2020</b>	<b>Applications due in ZoomGrants (11:59 PM)</b>
<b>December 2020 / January 2021</b>	<b>Technical Reviews</b>
<b>January 15, 2021</b>	<b>General Fund Mid-Term Reports Due for 2020-2021</b>
<b>January 13, 2021 - February 19, 2021</b>	<b>CDBG &amp; HOME Application Review and Evaluation</b>
<b>February 1, 2021 - April 16, 2021</b>	<b>General Fund Application Review and Evaluation</b>
<b>March 2021</b>	<b>CDBG &amp; HOME Applicants Notified of Initial Funding Recommendations</b>
<b>March 22, 2021 - April 20, 2021</b>	<b>Annual Action Plan 30-Day Comment Period</b>
<b>April 22, 2021</b>	<b>City Council Approval of CDBG &amp; HOME Allocations</b>
<b>May 2021</b>	<b>General Fund Applicants Notified of Initial Funding Recommendations</b>
<b>June 10, 2021</b>	<b>City Council Approval of General Fund Allocations</b>
<b>July 1, 2021</b>	<b>Contract Period Begins (contingent on City Council Approval)</b>

# Monitoring

## General Fund



### 1. Desk Reviews

- Mid-Term Report: January 15, 2021
- Final Report: July 9, 2021



### 2. On Site

- Agency Tours

# Monitoring

## CDBG & HOME



### 1. Desk Reviews

- Monthly Reports
- Invoices
- Financial Audits



### 2. On Site

- Based on Risk Assessment
- Review programmatic records, financial records, client files, policies & procedures
- Mandated by HUD



## Technical Assistance

Available to answer questions  
and help determine eligibility

## Application Questions

Katie Gentry

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480-782-4357



Application Due Date: **November 23, 2020** at 11:59 PM